

# PROCEDURE

**Number:** 41-16  
**Title:** Exam Schedule  
**Responsibility:** Academic Affairs  
**Original Approval Date:** 2/3/2004  
**Last Cabinet Review:** 4/1/25  
**Last Revision:** 4/1/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** 3-2-201 Length of Academic Semesters

**Other:**

## Procedure Description

### PURPOSE

The purpose of this procedure is to ensure consistency in scheduling and administering final exams throughout the College.

### PROCEDURE

1. The schedule of final exams is developed and published each semester in the Line Schedule.
2. Exams must be administered according to published exam schedules.
3. Any exception to this procedure must be requested in writing via email and approved by the Department Chair and the Vice President of Academic Affairs or designee. Once approved, exceptions are forwarded to the Scheduling Office.
4. Exams for evening and at off-campus sites will be given during exam week at the last regularly scheduled class meeting time.
5. Exams for summer term will be given during the last regularly scheduled class meeting time.